



REQUEST FOR QUOTATION (RFQ)	
RFQ No.	NNRCSSRFQ-24-2022
Closing date and time	19 SEPTEMBER 2022 at 12h00
Description	APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.
Submission of proposal	Proposal may be delivered at: NNR Office ,Block G, Eco Glades Office Park, 420 Witch Hazel Avenue, Eco Park, Centurion or E:mailed to LNkosi@nnr.co.za
RFQ Validity period	90 days (from closing date)
SCM enquiries: Contact Person: Lindiwe Nkosi Tel: 012 674-7100 e-mail: Lnkosi@nnr.co.za/	Technical enquiries: Contact Person: Pamela Bapela Tel: 012 674-7100



caring



excellence



integrity



openness &
transparency



teamwork



safety & security

NNRCSSRFQ-24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

DETAILS OF THE BIDDER

Name of bidder	
Registration number	
Tax Reference number *	
SARS Tax Pin Number *	
National Treasury Central Supplier Database (CSD) Supplier number *	
BBBEE Level contribution	
Contact person	
Telephone number	
Fax number	
E-mail address	
Postal address	
Physical address	
SIGNATURE OF BIDDER: _____	
DATE: _____	

(*) Mandatory information for the bidder to provide

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SECTION 2

1. SUBMISSION REQUIREMENTS

1.1. PRE-QUALIFICATION CRITERIA (MANDATORY REQUIREMENTS)

Without limiting the general requirements of the NNR for this RFQ (Bid), bidder(s) must submit the documents listed in the table below. All documents must be completed and signed by the duly authorised representative of the prospective bidder(s). During this phase Bidders' responses will be evaluated based on compliance with the listed administration and mandatory bid requirements. The bidder(s) proposal will not be evaluated further, should the submission not comply with all the mandatory requirements and for failure to fully complete, and sign the SBD Forms and to initial each page of the General Conditions of Contract.

CHECKLIST OF DOCUMENTS TO BE SUBMITTED (PLEASE TICK IN THE RELEVANT BLOCK BELOW)

DOCUMENT DESCRIPTION	YES	NO
It is a requirement that all suppliers/ services providers to providing services to the NNR must be registered on the National Treasury Central Supplier Database (CSD). Bidders are therefore required to register as a supplier on the CSD before submitting a bid. The CSD website can be accessed on the following link: http://ocpo.treasury.gov.za/Pages/default.aspx Bidders are therefore required to submit proof of their registration on the CSD.		
Bidders must ensure compliance with their tax obligations. Bidders are required to submit their unique personal identification number (PIN) issued by SARS to enable the organ of state to view the taxpayer's profile and tax status. Bidders may also submit a printed TCS together with the bid. Bids submitted without any one of the above particulars, will be deemed to be non-responsive.		
Bidders are required to submit original or certified valid B-BBEE certificates / sworn affidavit in order to substantiate rating claims.		
General Conditions of Contract Bidders must initial each page and return the document as part of their submission. Bids submitted without an initialed General Conditions of Contract will be deemed to be non-responsive and will not be considered further		
SBD 3.3 - Pricing Schedule (Rates) (Fully Completed and Signed)		
SBD 4: Fully Completed and signed Declaration of Interest accompanied by clear and certified copies of directors/members identity documents		
SBD 8 (Fully Completed and signed Declaration of Bidder's past Supply Chain Management practices) SBD 8 (Fully Completed and signed Declaration of Bidder's past Supply Chain Management practices)		
SBD 9 (Fully Completed and signed Certificate of Independent Bid Determination)		

SECTION 3

SPECIAL INSTRUCTIONS AND NOTICES TO BIDDERS REGARDING THE COMPLETION AND SUBMISSION OF BID/RFQ FORMS AND DOCUMENTS

PLEASE NOTE THAT THIS BID IS SUBJECT TO NATIONAL TREASURY REGULATIONS 16A ISSUED IN TERMS OF THE PUBLIC FINANCE MANAGEMENT ACT, 1999, THE NNR POLICY, PREFERENTIAL PROCUREMENT POLICY FRAMEWORK ACT, 2000 (Act No. 5 of 2000) AND GENERAL CONDITIONS OF CONTRACT.

1. Under no circumstances may the RFQ forms be retyped or redrafted.
2. The bidder(s) are advised to check the number of pages and satisfy themselves that none are missing or duplicated.
3. Proposal/s submitted must be complete in all aspects of the bid. Bids will only be considered if correctly completed and accompanied by all relevant and /or necessary applicable information.
4. NNR reserves the right to reject all responses submitted by bidders and to embark on a new RFQ or bid process;
5. Commencement of work shall be subject to receipt of an official purchase order and/or conclusion of the contract.
6. The NNR at its own discretion may vary the scope to include or exclude work . The bidder will not be entitled to claim for work not requested.
7. Commencement of work shall be subject to receipt of an official purchase order and/or conclusion of the contract.
8. The NNR will only commence payment process after receipt of a bill of costs and/or invoice from the service provider and after such has been approved by the client division as representing the services rendered for the project.
9. Payments of invoices will be settled within 30 days from receipt of a correct and original invoice. No upfront payments will be made, successful bidder will only be paid after the services have been rendered. All payments will be made by the NNR ONLY through electronic bank transfer into a banking account of the successful bidder.

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10. The NNR will not be liable for any expenses incurred by the bidder(s) during the RFQ process.
11. Bidders' attention is drawn to the fact that amendments to any of the bid Conditions or setting of counter conditions by Bidders or qualifying any bid Conditions will result in the invalidation of such bids

2. The NNR reserve the right to;

- 2.1 To amend any RFQ conditions, specifications, terms of reference, extend the validity period or extend the closing date of the RFQ.
- 2.2 Not to accept the lowest offer. The NNR may award the bid to the bidder who proves to be capable of handling the services and whose bid is technically acceptable and/or financially advantageous to the NNR.
- 2.3 To extend/decrease the scope of work relating to this RFQ to include any of its affiliates if required. The implication of such scope changes will be subject to negotiations between the NNR and the successful bidder.
- 2.4 The NNR may request written clarification or further information regarding some aspects of the proposal. The bidders must supply the requested information in writing within two (2) working days after the request has been made, otherwise the proposal may be cancelled.
- 2.5 Should the parties at any time before and/or after the award of the bid/issuing of the purchase order/ issuing of the appointment letter fail to agree on service, price, change in terms of reference etc, the NNR shall be entitled to recall the letter of appointment and cancel the award by giving the bidder a written notice of such.
- 2.6 Such cancellation shall mean that the NNR reserves the right to award the same proposal to another bidder as it deems fit.
- 2.7 The successful bidder must ensure that all personnel working under this contract are suitably experienced prior to the commencement of services and remain in the project for the duration of the contract.
- 2.8 The General Conditions of Contract will apply to this bid.

3. UNDERTAKING AND OBLIGATION OF THE BIDDER

- 3.1 The successful bidder may, upon receipt of written notification of an award, be required to conclude a Service Level Agreement (SLA) with the NNR. The SLA may serve as a tool to measure, monitor and assess the service provider's performance level and ensure effective delivery of service, quality and value-add business for the NNR.

- 3.2 The successful bidder shall render all or any of the services described in the Service Level Agreement and its Annexures or in accordance with the terms of reference stipulated in the RFQ document (which shall be taken as part of, and incorporated into the proposal).
- 3.3 The bidder hereby agrees that the proposal shall remain binding upon receipt of acceptance by the NNR during the validity period indicated and calculated from the closing date of the bid; this proposal and its acceptance shall be subject to the terms of this bid document.
- 3.4 The bidder accept full responsibility for the proper execution and fulfillment of all obligations and conditions emanating from the bid documents.

4. UNAUTHORISED COMMUNICATIONS

- 4.1 Communications (including promotional or advertising activities) with staff of the NNR or advisors assisting with the RFQ Process are not permitted during the RFQ. Nothing in this clause is intended to prevent communications with staff of, or advisors of the NNR to the extent that such communications do not relate to this RFQ process.
- 4.2 Bidders must not otherwise engage in any activities that may be perceived as, or that may have the effect of, influencing the outcomes of the RFQ Process in any way.

5. IMPROPER ASSISTANCE, FRAUD AND CORRUPTION

- 5.1 Bidders may not seek or obtain the assistance of employees, contractors or advisors of the NNR in the preparation of their responses.
- 5.2 The NNR may in its absolute discretion, immediately disqualify a Bidder that it believes has sought or obtained such improper assistance.
- 5.3 Bidders are to be familiar with the implications of contravening the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004 and any other relevant legislation.

6. COMPANY VETTING

- 6.1 The successful bidder(s) may be subjected to a security screening /or vetting process by the State Security Agency at any stage during the contract. If the results thereof are negative and/or unfavourable and/or have a material or adverse effect to the carrying out of the contract, the NNR shall be entitled to immediately cancel the contract in writing.

SECTION 4: TERMS OF REFERENCE

1. INTRODUCTION

- 1.1 The National Nuclear Regulator (NNR) is a public entity which is established and governed in terms of Section 3 of the National Nuclear Regulator Act, (Act No 47 of 1999) to provide for the protection of persons, property and the environment against nuclear damage through the establishment of safety standards and regulatory practices.

2. PURPOSE & BACKGROUND

- 2.1 The NNR seeks to appoint a service provider to provide EWHP services to all its NNR employees, interns, contract workers, board members and their immediate family members and/or relatives who are financially dependent on them.
- 2.2 The NNR is desirous of contracting with a service provider to provide various EWHP services to an estimated number of two hundred and fourteen (214) staff members, including interns and contracted employees of the NNR at Head Office (Centurion), NNR Lab (Pretoria) and site offices in (Cape Town).

3. SCOPE OF WORK

- 3.1 The EWHP service provider shall render professional support (24/7, 365 days toll free telephonic counselling, face-to-face counselling, e-mail,sms,physical wellbieng, emotional wellbieng, financial wellbeing, social wellbeing and etc.
- 3.2 The EWHP service provider shall also render individual or group consultations with relevant EAP professionals to provide wellness services to employees.
- 3.3 The service provider must render a baseline bi-annual health screening to all NNR employees.
- 3.4 All cases should be responded to within twenty four (24) hours and emergency cases should be responded to within one (1) hour of receiving the request.

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- 3.5 The service provider will be expected to attend all organisational wellness and health events and conduct induction on the employee assistance programme (EAP) services as and when required
- 3.6 The service provider shall provide promotional material at their own cost for all NNR offices on wellness and health services. The first promotional material shall be submitted to the NNR within three (3) weeks of signing the contract. Other materials such as, e.g. posters, wallet cards must be delivered within six (6) months of signing the contract.
- 3.7 The service provider must on a regular basis communicate available services to employees and encourage employees to make use of the services.
- 3.8 The service provider is required to launch the EAP within one (1) calendar month of signing the contract.
- 3.9 The service provider is expected to be flexible to provide services for any other activities related to EWHP as and when required and will be required to come up with additional initiatives to enhance and promote the utilisation of the EAP services.
- 3.10 The service provider shall train NNR managers, supervisors and nominated team leaders in knowledge and skills on how to identify and respond to employees who might be in need of assistance in regard to wellness and health.
- 3.11 The service provider shall provide the initial managerial training within three (3) months of the contract being signed and thereafter on an annual basis.
- 3.12 The service provider is expected to conduct three (3) training sessions per year on topics identified by the NNR.

4. EXPECTED DELIVERABLES

- 4.1 To design a program that encompasses the aspects below through the services provided to the employee through service providers and the workforce of the organization.
- 4.2 Programme Launch to all NNR employees, which includes an official launch programme and token of recognition of the day to be distributed on the day i.e., pamphlets, wallet cards, etc (at the service providers own cost).
- 4.3 Provision should be made that the launch could either be on-site or virtually, depending on the NNR's directive.

4.4 Emotional Wellbeing

- 4.4.1 To develop a program that will address workplace and lifestyle behaviours that promote the wellness of staff.
- 4.4.2 Provide each employee with at least six sessions per case in counselling, psychiatry, psychological and emotional assessment And inform the employer if the employee may be pose a risky behavior that could potentially harm other employees or reputation of the NNR, and all this must be done within the parameters of the POPIA act.
- 4.4.3 To implement organisational reform through training employees who will enforce behaviours of wellness.
- 4.4.4 Education and Awareness Campaigns covering all mental disorders.
- 4.4.5 Stigma Reduction Campaign
- 4.4.6 Promotion and prevention of mental health disorders campaigns
- 4.4.7 Assist and support NNR employees living with mental health conditions.
- 4.4.8 Assist and provide Managers with tools (communication and facilitation skills) to manage, mitigate and lead discussions on mental health disorders.

4.5 Physical Wellbeing

- 4.5.1 Drafting a program that assesses the physical wellness and health of staff ensuring that medical assessments are available to the employees.
- 4.5.2 To raise awareness within the organisation for HIV/AIDS, TB, Cancer, Covid-19, and other illnesses which may affect the wellness of employees.
- 4.5.3 Afford each employee a medical assessment from practising medical staff.
- 4.5.4 The program should be well administered ensuring that bookings can be made electronically to meet Covid-19 protocols.

4.6 Financial Wellbeing

- 4.6.1 A program that is inclusive of contact sessions that affords staff with the opportunity to plan their financial futures actively.
- 4.6.2 Ensure each employee has an annual assessment of their financial wellness

4.7 Social Wellbeing

- 4.7.1 Personality and strengths profiling of employees to assist people to navigate life in a manner that proactively takes care of their overall well-being.
- 4.7.2 Development and implementation of Work-Life Balance Programme inclusive of Life skills intervention that includes financial fitness, retirement planning, stress management.
- 4.7.3 Executive Wellness Programme tailor-made to suit the needs of managers covering all necessary health and wellness aspects and providing individual coaching to achieve overall wellness.
- 4.7.4 Development and implementation of an Infectious Disease Outbreak and Pandemic Management Programme by providing the following, but not limited:
 - Education and Awareness
 - Prevention
 - Protocols
 - Assist and support Competition Commission employees
 - Assist and provide Managers with tools (communication and facilitation skills) to manage, mitigate and lead discussions.
- 4.7.5 Themed face-to-face team Interventions / counselling to assist teams with face-to-face counselling relating to changes within the organisation, i.e., structure, structural changes, operational requirements, team cohesion, etc and the rate should be calculated per session and per team.
- 4.7.6 Training of managers on EWP case referral and management Development and implementation of a communication plan to promote the EWP service and to promote the health and wellbeing of staff and their families.

5. REQUIREMENTS

- 5.1 The programme is aimed at servicing the NNR employees their immediate family members in their household.
- 5.2 The service provider should have specialist in clinical psychology and psychiatry with the relevant experience.

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- 5.3 The service provider must provide professional service to all NNR employees.
- 5.4 The counselling services must be available in the NNR employee's language of choice.
- 5.5 Trauma debriefing services must be available if required and the turnaround time for normal case response should be no more than 48 hours from request for assistance and for critical incidents should be no more than 24 hours from the request for assistance.

6. OVERALL OBJECTIVES OF THE REQUIRED SERVICES

- 6.1 To increase productivity, heighten morale and teamwork; and strengthen the bond between management, employees, and the organisation by providing a sustainable and confidential employee wellness service to all NNR employees.
- 6.2 To establish and maintain a holistic approach to support employees in managing their personal and social problems.
- 6.3 To provide employees and their immediate family members with a comprehensive resource to help them address personal problems.
- 6.4 To provide management with a practical resource to aid in supporting employees with personal and work-related problems when they impact an employee's performance.
- 6.5 To establish and maintain a system through which employees at risk can be identified, motivated, and referred for assistance.
- 6.6 To develop and improve life skills and promote self-empowerment.
- 6.7 To promote and encourage employee healthy lifestyles.
- 6.8 To promote work-life balance and maintain a healthy workforce within a supportive environment.
- 6.9 To establish and maintain a holistic approach to support the NNR, management, and employees during worldwide and national pandemics.
- 6.10 To formulate and implement the Employee Wellness programme(s);
- 6.11 To design a three (3) year wellness programme (s), inclusive of wellness brochures, invitations to activities, email teasers for activities etc;
- 6.12 To coordinate and facilitate speakers/service providers for the various activities;
- 6.13 To conduct an analysis, and provide a report quarterly, on the utilisation and impact that the wellness programme has on the organisation

7. REPORTING

- 7.1 The service provider shall provide signed monthly, quarterly and annual reports to management with a comprehensive, accurate analysis and interpretations of trends and problem profiles and possible interventions within 7 working days from the end of the month, quarter or year to which the report relates to all programmes.
- 7.2 The report format should be agreed upon between the service provider and the NNR.
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SECTION 5: PRICE PROPOSAL

PRICING SCHEDULE

(Professional Services- FIRM PRICES)

NAME OF BIDDER: NNRSCM-03-2021

CLOSING TIME :12h00

CLOSING DATE: 02 September 2022

DESCRIPTION: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS

Item No	Description	Monthly and Annual Pricing, inclusive of VAT					
		Monthly (VAT inclusive)	YEAR 1 (VAT inclusive)	Monthly (VAT inclusive)	YEAR 2 (VAT inclusive)	Monthly (VAT inclusive)	YEAR 3 (VAT inclusive)
1	Programme Launch (once-off fee)	R					
2	<p>EAP Programme – Fixed fee for ±214 employees</p> <ul style="list-style-type: none"> Professional support line services Telephonic Financial Advice Telephonic Legal advice Face-to-Face Counselling services Education & Support Services Communication & Health Promotion Services Critical Incident stress debriefing or trauma Response Services Risk identification and mitigation relating to less well employees. Providing management information & decision support to manage risks associated with employees to optimise the productivity of the NNR. HIV & AIDS counselling, 						

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NNRCSSRFQ-24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

3	Training sessions identified by NNR 3 sessions per year						
4	World AIDS day Initiative – once-off fee (per annual) for ±214 employees						
5	Health and Productivity Programme – fee per intervention						
6	Wellness Day - once-off fee for ±214 employees						
7	Mental Health Initiatives – fee per intervention						
8	Work-Life Balance Programme – fee per intervention						
9	Infection Disease Outbreak and Pandemic Management Programme – once-off fee						
10	Themed Face-to-face Team Intervention / Counselling – fee per session/per team						
10	Wellness Talks – 4 X per annum fee for ±214 employees						
	Total monthly costs (VAT Included)	R		R		R	
	Total annual cost (VAT Included)		R		R		R
	Total Additional costs (if any) – VAT Included						
	TOTAL COST FOR 3 YEARS						

CONDITIONS AND REQUIREMENTS APPLICABLE TO THE PRICING PROPOSAL

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NNRCSSRFQ24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

1. Bidder's **may** submit a separate price schedule other than completing the table above but the price schedule must reflect all required services and the prices with elements indicate in the table above/ as per the scope of work. The separate price list must be clearly referenced. **(different price options with different or amended scope of work will not be considered only one price proposal must be submitted as per the requirements)**
2. It is mandatory to indicate your total price in the table above. This price must be the same as the total price submitted in your pricing schedule. Should the total price differ (i.e have discrepancies), the price indicated above shall be considered and used for evaluation.
3. Fees must be quoted in South African Rands and must be vat inclusive (Value Added Tax at 15%), inclusive of any escalation or any potential future alteration required. Prices are to remain fixed and valid for the period of the contract.
4. Bidders must ensure that all rates include costs deemed necessary as no additional costs will be allowed later.
5. **Only fixed prices will be accepted.** Non-fixed (including prices subject to rates of exchange variations) will not be considered. Failure to provide fixed prices may result in disqualification.
6. The bidder is responsible for any costs associated with this bid

PRICE DECLARATION FORM

1. Having read through and examined the Request for Bid (RFB Document, General Conditions, The requirement and all other Annexures to the RFB Document, we offer to provide services to NNR at the total bid amount of:

R..... **(Including VAT)**

In words

.....**(Including VAT)**

2. We confirm that this price covers all costs associated with the scope of work as required for the project. We confirm that NNR will incur no additional costs whatsoever over and above this amount in connection with the provision of this service.
3. We undertake to hold this offer open for acceptance for a period of 90 days from the date of submission of offers. We further undertake that upon final acceptance of our offer, we will commence with the provision of services when required to do so by the NNR.
4. We understand that you are not bound to accept the lowest or any offer and that we must bear all costs which we have incurred in connection with preparing and submitting this bid.
5. We hereby undertake for the period during which this bid remains open for acceptance not to divulge to any persons, other than the persons to which the bid is submitted, any information relating to the

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submission of this bid or the details therein except where such is necessary for the submission of this bid.

SIGNED**DATE:**.....

(Print name of signatory):.....

Designation:.....

SECTION 6: EVALUATION AND SELECTION PROCESS

All bids will be evaluated in terms of functionality and preference point system which comprises of the following:

PRICE/ FINANCIAL AND BBBEE EVALUATION

- a. Price and BBB-EE will be evaluated in accordance with the 80/20 points system as outlined in the PPR of 2017.
- b. Pricing proposals must be submitted in South African Rand.
- c. The following formula will be used to calculate the points for price in respect of bidders with a Rand value up to R50 000 000 (all applicable taxes included).

A maximum of 80 will be allocated for price on the following basis:

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

P_s = Points scored for price of bid under consideration
 P_t = Price of bid under consideration
 P_{\min} = Price of lowest acceptable bid

ANNEXURE 1

SBD 6.1

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PREFERENCE POINTS CLAIM FORM IN TERMS OF THE PREFERENTIAL PROCUREMENT FRAMEWORK ACT

1. GENERAL CONDITIONS

1.1 The following preference point systems are applicable to all bids:

- the 80 points for price system for requirements with a Rand value of up to R50 000 000 (all applicable taxes included); and

1.2 Points for this bid shall be awarded for:

- (a) Price; and
- (b) B-BBEE Status Level of Contributor.

1.3 The maximum points for this bid are allocated as follows:

	POINTS
PRICE	80
B-BBEE STATUS LEVEL OF CONTRIBUTOR	20
Total points for Price and B-BBEE must not exceed	100

1.4 The purchaser reserves the right to require of a bidder, either before a bid is adjudicated or at any time subsequently, to substantiate any claim in regard to preferences, in any manner required by the purchaser.

2. DEFINITIONS

- (a) **“B-BBEE”** means broad-based black economic empowerment as defined in section 1 of the Broad-Based Black Economic Empowerment Act;
- (b) **“B-BBEE status level of contributor”** means the B-BBEE status of an entity in terms of a code of good practice on black economic empowerment, issued in terms of section 9(1) of the Broad-Based Black Economic Empowerment Act;
- (c) **“bid”** means a written offer in a prescribed or stipulated form in response to an invitation by an organ of state for the provision of goods or services, through price quotations, advertised competitive bidding processes or proposals;
- (d) **“Broad-Based Black Economic Empowerment Act”** means the Broad-Based Black Economic Empowerment Act, 2003 (Act No. 53 of 2003);
- (e) **“EME”** means an Exempted Micro Enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (f) **“functionality”** means the ability of a tenderer to provide goods or services in accordance with specifications as set out in the tender documents.
- (g) **“prices”** includes all applicable taxes less all unconditional discounts;
- (h) **“proof of B-BBEE status level of contributor”** means:
 - 1) B-BBEE Status level certificate issued by an authorized body or person;

- 2) A sworn affidavit as prescribed by the B-BBEE Codes of Good Practice;
- 3) Any other requirement prescribed in terms of the B-BBEE Act;
- (i) “**QSE**” means a qualifying small business enterprise in terms of a code of good practice on black economic empowerment issued in terms of section 9 (1) of the Broad-Based Black Economic Empowerment Act;
- (j) “**rand value**” means the total estimated value of a contract in Rand, calculated at the time of bid invitation, and includes all applicable taxes;

3. POINTS AWARDED FOR PRICE

3.1 THE 80 PREFERENCE POINT SYSTEMS

A maximum of 80 is allocated for price on the following basis:

80

$$P_s = 80 \left(1 - \frac{P_t - P_{\min}}{P_{\min}} \right)$$

Where

- P_s = Points scored for price of bid under consideration
- P_t = Price of bid under consideration
- P_{\min} = Price of lowest acceptable bid

4. POINTS AWARDED FOR B-BBEE STATUS LEVEL OF CONTRIBUTOR

- 4.1 In terms of Regulation 6 (2) and 7 (2) of the Preferential Procurement Regulations, preference points must be awarded to a bidder for attaining the B-BBEE status level of contribution in accordance with the table below:

B-BBEE Status Level of Contributor	Number of points (80/20 system)
1	20
2	18
3	14
4	12
5	8
6	6
7	4
8	2
Non-compliant contributor	0

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5. BID DECLARATION

- 5.1 Bidders who claim points in respect of B-BBEE Status Level of Contribution must complete the following:

6. B-BBEE STATUS LEVEL OF CONTRIBUTOR CLAIMED IN TERMS OF PARAGRAPHS 1.4 AND 4.1

- 6.1 B-BBEE Status Level of Contributor: . =(maximum of 10 or 20 points)
(Points claimed in respect of paragraph 7.1 must be in accordance with the table reflected in paragraph 4.1 and must be substantiated by relevant proof of B-BBEE status level of contributor.

7. DECLARATION WITH REGARD TO COMPANY/FIRM

- 7.1 Name of company/firm:.....

- 7.2 VAT registration number:.....

- 7.3 Company registration number:.....

- 7.4 TYPE OF COMPANY/ FIRM

- ☐ Partnership/Joint Venture / Consortium
☐ One person business/sole propriety
☐ Close corporation
☐ Company
☐ (Pty) Limited

[TICK APPLICABLE BOX]

- 7.5 DESCRIBE PRINCIPAL BUSINESS ACTIVITIES

.....
.....

- 7.6 COMPANY CLASSIFICATION

- ☐ Manufacturer
☐ Supplier
☐ Professional service provider
☐ Other service providers, e.g. transporter, etc.

[TICK APPLICABLE BOX]

- 7.7 Total number of years the company/firm has been in business:.....

- 7.8 I / we acknowledge that:

- i) If the B-BBEE status level of contributor has been claimed or obtained on a fraudulent basis or any of the conditions of contract have not been fulfilled, the purchaser may, in addition to any other remedy it may have –

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NNRCSSRFQ-24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

- (a) disqualify the person from the bidding process;
- (b) recover costs, losses or damages it has incurred or suffered as a result of that person's conduct;
- (c) cancel the contract and claim any damages which it has suffered as a result of having to make less favourable arrangements due to such cancellation;
- (d) recommend that the bidder or contractor, its shareholders and directors, or only the shareholders and directors who acted on a fraudulent basis, be restricted by the National Treasury from obtaining business from any organ of state for a period not exceeding 10 years, after the *audi alteram partem* (hear the other side) rule has been applied; and
- (e) forward the matter for criminal prosecution.

WITNESSES

- 1.
- 2.

.....
SIGNATURE(S) OF BIDDERS(S)

DATE:

ADDRESS

.....

.....

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ANNEXURE 2: BIDDER'S DISCLOSURE

SBD 4

1. PURPOSE OF THE FORM

Any person (natural or juristic) may make an offer or offers in terms of this invitation to bid. In line with the principles of transparency, accountability, impartiality, and ethics as enshrined in the Constitution of the Republic of South Africa and further expressed in various pieces of legislation, it is required for the bidder to make this declaration in respect of the details required hereunder.

Where a person/s are listed in the Register for Tender Defaulters and / or the List of Restricted Suppliers, that person will automatically be disqualified from the bid process.

2. Bidder's declaration

2.1 Is the bidder, or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest¹ in the enterprise, employed by the state? **YES/NO**

2.1.1 If so, furnish particulars of the names, individual identity numbers, and, if applicable, state employee numbers of sole proprietor/ directors / trustees / shareholders / members/ partners or any person having a controlling interest in the enterprise, in table below.

Full Name	Identity Number	Name of State institution

¹ the power, by one person or a group of persons holding the majority of the equity of an enterprise, alternatively, the person/s having the deciding vote or power to influence or to direct the course and decisions of the enterprise.

2.2 Do you, or any person connected with the bidder, have a relationship with any person who is employed by the procuring institution? **YES/NO**

2.2.1 If so, furnish particulars:

.....
.....

2.3 Does the bidder or any of its directors / trustees / shareholders / members / partners or any person having a controlling interest in the enterprise have any interest in any other related enterprise whether or not they are bidding for this contract? **YES/NO**

2.3.1 If so, furnish particulars:

.....
.....

3 DECLARATION

I, the undersigned, (name).....
in submitting the accompanying bid, do hereby make the following statements that I certify to be true and complete in every respect:

3.1 I have read and I understand the contents of this disclosure;

3.2 I understand that the accompanying bid will be disqualified if this disclosure is found not to be true and complete in every respect;

3.3 The bidder has arrived at the accompanying bid independently from, and without consultation, communication, agreement or arrangement with any competitor. However, communication between partners in a joint venture or consortium² will not be construed as collusive bidding.

3.4 In addition, there have been no consultations, communications, agreements or arrangements with any competitor regarding the quality, quantity, specifications, prices, including methods, factors or formulas used to calculate prices, market allocation, the intention or decision to submit or not to submit the bid, bidding with the intention not to win the bid and conditions or delivery particulars of the products or services to which this bid invitation relates.

3.4 The terms of the accompanying bid have not been, and will not be, disclosed by the bidder, directly or indirectly, to any competitor, prior to the date and time of the official bid opening or of the awarding of the contract.

3.5 There have been no consultations, communications, agreements or arrangements made by the bidder with any official of the procuring institution in relation to this procurement process prior to and during the bidding process except to provide clarification on the bid submitted where so required by the institution; and the bidder was not involved in the drafting of the specifications or terms of reference for this bid.

3.6 I am aware that, in addition and without prejudice to any other remedy provided to combat any restrictive practices related to bids and contracts, bids that are suspicious

² Joint venture or Consortium means an association of persons for the purpose of combining their expertise, property, capital, efforts, skill and knowledge in an activity for the execution of a contract.

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will be reported to the Competition Commission for investigation and possible imposition of administrative penalties in terms of section 59 of the Competition Act No 89 of 1998 and or may be reported to the National Prosecuting Authority (NPA) for criminal investigation and or may be restricted from conducting business with the public sector for a period not exceeding ten (10) years in terms of the Prevention and Combating of Corrupt Activities Act No 12 of 2004 or any other applicable legislation.

I CERTIFY THAT THE INFORMATION FURNISHED IN PARAGRAPHS 1, 2 and 3 ABOVE IS CORRECT.

I ACCEPT THAT THE STATE MAY REJECT THE BID OR ACT AGAINST ME IN TERMS OF PARAGRAPH 6 OF PFMA SCM INSTRUCTION 03 OF 2021/22 ON PREVENTING AND COMBATING ABUSE IN THE SUPPLY CHAIN MANAGEMENT SYSTEM SHOULD THIS DECLARATION PROVE TO BE FALSE.

.....
Signature	Date
.....
Position	Name of bidder

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ANNEXURE 3 THE GENERAL CONDITIONS OF THE CONTRACT WILL FORM PART OF ALL BID DOCUMENTS AND MAY NOT BE AMENDED

THE NATIONAL TREASURY
Republic of South Africa



1. Definitions

- 1 The following terms shall be interpreted as indicated:
- 1.1 "Closing time" means the date and hour specified in the bidding documents for the receipt of bids.
- 1.2 "Contract" means the written agreement entered into between the purchaser and the supplier, as recorded in the contract form signed by the parties, including all attachments and appendices thereto and all documents incorporated by reference therein.
- 1.3 "Contract price" means the price payable to the supplier under the contract for the full and proper performance of his contractual obligations.
- 1.4 "Corrupt practice" means the offering, giving, receiving, or soliciting of anything of value to influence the action of a public official in the procurement process or in contract execution.
- 1.5 "Countervailing duties" are imposed in cases where an enterprise abroad is subsidized by its government and encouraged to market its products internationally.
- 1.6 "Country of origin" means the place where the goods were mined, grown or produced or from which the services are supplied. Goods are produced when, through manufacturing, processing or substantial and major assembly of components, a commercially recognized new product results that is substantially different in basic characteristics or in purpose or utility from its components.
- 1.7 "Day" means calendar day
- 1.8 "Delivery" means delivery in compliance of the conditions of the contract or order.
- 1.9 "Delivery ex stock" means immediate delivery directly from stock actually on hand.
- 1.10 "Delivery into consignees store or to his site" means delivered and unloaded in the specified store or depot or on the specified site in compliance with the conditions of the contract or order, the supplier bearing all risks and charges involved until the supplies are so delivered and a valid receipt is obtained.
- 1.11 "Dumping" occurs when a private enterprise abroad market its goods on own initiative in the RSA at lower prices than that of the country of origin and which have the potential to harm the local industries in the RSA.
- 1.12 "Force majeure" means an event beyond the control of the supplier and not involving the supplier's fault or negligence and not foreseeable. Such events may include, but is not restricted to, acts

Non-Restricted

NNRCSSRFQ24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

of the purchaser in its sovereign capacity, wars or revolutions, fires, floods, epidemics, quarantine restrictions and freight embargoes.

- 1.13 "Fraudulent practice" means a misrepresentation of facts in order to influence a procurement process or the execution of a contract to the detriment of any bidder, and includes collusive practice among bidders (prior to or after bid submission) designed to establish bid prices at artificial non-competitive levels and to deprive the bidder of the benefits of free and open competition.
- 1.14 "GCC" means the General Conditions of Contract.
- 1.15 "Goods" means all of the equipment, machinery, and/or other materials that the supplier is required to supply to the purchaser under the contract.
- 1.16 "Imported content" means that portion of the bidding price represented by the cost of components, parts or materials which have been or are still to be imported (whether by the supplier or his subcontractors) and which costs are inclusive of the costs abroad, plus freight and other direct importation costs such as landing costs, dock dues, import duty, sales duty or other similar tax or duty at the South African place of entry as well as transportation and handling charges to the factory in the Republic where the supplies covered by the bid will be manufactured.
- 1.17 "Local content" means that portion of the bidding price which is not included in the imported content provided that local manufacture does take place.
- 1.18 "Manufacture" means the production of products in a factory using labour, materials components and machinery and includes other related value-adding activities.
- 1.19 "Order" means an official written order issued for the supply of goods or works or the rendering of a service.
- 1.20 "Project site," where applicable, means the place indicated in bidding documents.
- 1.21 "Purchaser" means the organization purchasing the goods
- 1.22 "Republic" means the Republic of South Africa
- 1.23 "SCC" means the Special Conditions of Contract
- 1.24 "Services" means those functional services ancillary to the supply of the goods, such as transportation and any other incidental services, such as installation, commissioning, provision of technical assistance, training, catering, gardening, security, maintenance and other such obligations of the supplier covered under the contract.
- 1.25 "Written" or "in writing" means handwritten in ink or any form of electronic or mechanical writing.

2. Application

- 2.1 These general conditions are applicable to all bids, contracts and orders including bids for functional and professional services, sales, hiring, letting and the granting or acquiring of rights, but excluding immovable property, unless otherwise indicated in the bidding documents.
- 2.2 Where applicable, special conditions of contract are also laid down to cover specific supplies, services or works.
- 2.3 Where such special conditions of contract are in conflict with these general conditions, the special conditions shall apply.

3. General

- 3.1 Unless otherwise indicated in the bidding documents, the purchaser shall not be liable for any expense incurred in the preparation and submission of a bid. Where applicable a non-refundable fee for documents may be charged.

Non-Restricted

NNRCSSRFQ-24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

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| | 3.2 | With certain exceptions, invitations to bid are only published in the Government Tender Bulletin. The Government Tender Bulletin may be obtained directly from the Government Printer, Private Bag X85, Pretoria 0001, or accessed electronically from www.treasury.gov.za |
| 4. Standards | 4.1 | The goods supplied shall conform to the standards mentioned in the bidding documents and specifications. |
| 5. Use of contract documents and information; inspection | 5.1 | The supplier shall not, without the purchaser's prior written consent, disclose the contract, or any provision thereof, or any specification, plan, drawing, pattern, sample, or information furnished by or on behalf of the purchaser in connection therewith, to any person other than a person employed by the supplier in the performance of the contract. Disclosure to any such employed person shall be made in confidence and shall extend only so far as may be necessary for purposes of such performance. |
| | 5.2 | The supplier shall not, without the purchaser's prior written consent, make use of any document or information mentioned in GCC clause 5.1 except for purposes of performing the contract. |
| | 5.3 | Any document, other than the contract itself mentioned in GCC clause 5.1 shall remain the property of the purchaser and shall be returned (all copies) to the purchaser on completion of the supplier's performance under the contract if so required by the purchaser. |
| | 5.4 | The supplier shall permit the purchaser to inspect the supplier's records relating to the performance of the supplier and to have them audited by auditors appointed by the purchaser, if so required by the purchaser. |
| 6. Patent rights | 6.1 | The supplier shall indemnify the purchaser against all third-party claims of infringement of patent, trademark, or industrial design rights arising from use of the goods or any part thereof by the purchaser. |
| 7. Performance security | 7.1 | Within thirty (30) days of receipt of the notification of contract award, the successful bidder shall furnish to the purchaser the performance security of the amount specified in SCC. |
| | 7.2 | The proceeds of the performance security shall be payable to the purchaser as compensation for any loss resulting from the supplier's failure to complete his obligations under the contract. |
| | 7.3 | The performance security shall be denominated in the currency of the contract or in a freely convertible currency acceptable to the purchaser and shall be in one of the following forms.
(a) a bank guarantee or an irrevocable letter of credit issued by a reputable bank located in the purchaser's country or abroad, acceptable to the purchaser, in the form provided in the bidding documents or another form acceptable to the purchaser; or
(b) a cashier's or certified cheque |
| | 7.4 | The performance security will be discharged by the purchaser and returned to the supplier not later than thirty (30) days following the date of completion of the supplier's performance obligations under the contract, including any warranty obligations, unless otherwise specified in SCC. |
| 8. Inspections, tests and analyses | 8.1 | All pre-bidding testing will be for the account of the bidder. |

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NNRCSSRFQ24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

- 8.2 If it is a bid condition that supplies to be produced or services to be rendered should at any stage during production or execution or on completion be subject to inspection, the premises of the bidder or contractor shall be open, at all reasonable hours, for inspection by a representative of the Department or an organization acting on behalf of the Department.
- 8.3 If there are no inspection requirements indicated in the bidding documents and no mention is made in the contract, but during the contract period it is decided that inspections shall be carried out, the purchaser shall itself make the necessary arrangements, including payment arrangements with the testing authority concerned.
- 8.4 If the inspections, tests and analyses referred to in clauses 8.2 and 8.3 show the supplies to be in accordance with the contract requirements, the cost of the inspections, tests and analyses shall be defrayed by the purchaser.
- 8.5 Where the supplies or services referred to in clauses 8.2 and 8.3 do not comply with the contract requirements, irrespective of whether such supplies or services are accepted or not, the cost in connection with these inspections, tests or analyses shall be defrayed by the supplier.
- 8.6 Supplies and services which are referred to in clauses 8.2 and 8.3 and which do not comply with the contract requirements may be rejected.
- 8.7 Any contract supplies may on or after delivery be inspected, tested or analyzed and may be rejected if found not to comply with the requirements of the contract. Such rejected supplies shall be held at the cost and risk of the supplier who shall, when called upon, remove them immediately at his own cost and forthwith substitute them with supplies which do comply with the requirements of the contract. Failing such removal the rejected supplies shall be returned at the suppliers cost and risk. Should the supplier fail to provide the substitute supplies forthwith, the purchaser may, without giving the supplier further opportunity to substitute the rejected supplies, purchase such supplies as may be necessary at the expense of the supplier
- 8.8 The provisions of clauses 8.4 to 8.7 shall not prejudice the right of the purchaser to cancel the contract on account of a breach of the conditions thereof, or to act in terms of Clause 23 of GCC.
- 9. Packing**
- 9.1 The supplier shall provide such packing of the goods as is required to prevent their damage or deterioration during transit to their final destination, as indicated in the contract. The packing shall be sufficient to withstand, without limitation, rough handling during transit and exposure to extreme temperatures, salt and precipitation during transit, and open storage. Packing, case size and weights shall take into consideration, where appropriate, the remoteness of the goods' final destination and the absence of heavy handling facilities at all points in transit.
- 9.2 The packing, marking, and documentation within and outside the packages shall comply strictly with such special requirements as shall be expressly provided for in the contract, including additional requirements, if any, specified in SCC, and in any subsequent instructions ordered by the purchaser.
- 10. Delivery and documents**
- 10.1 Delivery of the goods shall be made by the supplier in accordance with the terms specified in the contract. The details of shipping and/or other documents to be furnished by the supplier are specified in SCC.
- 10.2 Documents to be submitted by the supplier are specified in SCC

Non-Restricted

NNRCSSRFQ-24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

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| 11. Insurance | 11.1 | The goods supplied under the contract shall be fully insured in a freely convertible currency against loss or damage incidental to manufacture or acquisition, transportation, storage and delivery in the manner specified in the SCC |
| 12. Transportation | 12.1 | Should a price other than an all-inclusive delivered price be required, this shall be specified in the SCC. |
| 13. Incidental services | 13.1 | <p>The supplier may be required to provide any or all of the following services, including additional services, if any, specified in SCC:</p> <ul style="list-style-type: none"> (a) Performance or supervision of on-site assembly and/or commissioning of the supplied goods; (b) furnishing of tools required for assembly and/or maintenance of the supplied goods; (c) furnishing of a detailed operations and maintenance manual for each appropriate unit of the supplied goods; (d) performance or supervision or maintenance and/or repair of the supplied goods, for a period of time agreed by the parties, provided that this service shall not relieve the supplier of any warranty obligations under this contract; and (e) training of the purchaser's personnel, at the supplier's plant and/or on-site, in assembly start-up, operation, maintenance, and/or repair of the supplied goods. |
| | 13.2 | Prices charged by the supplier for incidental services, if not included in the contract price for the goods, shall be agreed upon in advance by the parties and shall not exceed the prevailing rates charged to other parties by the supplier for similar services. |
| 14. Spare parts | 14.1 | <p>As specified in SCC, the supplier may be required to provide any or all of the following materials, notifications, and information pertaining to spare parts manufactured or distributed by the supplier:</p> <ul style="list-style-type: none"> (a) such spare parts as the purchaser may elect to purchase from the supplier, provided that this election shall not relieve the supplier of any warranty obligations under the contract; and (b) in the event of termination of production of the spare parts: <ul style="list-style-type: none"> (i) Advance notification to the purchaser of the pending termination, in sufficient time to permit the purchaser to procure needed requirements; and (ii) following such termination, furnishing at no cost to the purchaser, the blueprints, drawings, and specifications of the spare parts, if requested. |
| 15. Warranty | 15.1 | The supplier warrants that the goods supplied under the contract are new, unused, of the most recent or current models, and that they incorporate all recent improvements in design and materials unless provided otherwise in the contract. The supplier further warrants that all goods supplied under this contract shall have no defect, arising from design, materials, or workmanship (except when the design and/or material is required by the purchaser's specifications) or from any act or omission of the supplier, that may develop under normal use of the supplied goods in the conditions prevailing in the country of final destination. |
| | 15.2 | This warranty shall remain valid for twelve (12) months after the goods, or any portion thereof as the case may be, have been |

Non-Restricted

NNRCSSRFQ24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

- delivered to and accepted at the final destination indicated in the contract, or for eighteen (18) months after the date of shipment from the port or place of loading in the source country, whichever period concludes earlier, unless specified otherwise in SCC.
- 15.3 The purchaser shall promptly notify the supplier in writing of any claims arising under this warranty.
- 15.4 Upon receipt of such notice, the supplier shall, within the period specified in SCC and with all reasonable speed, repair or replace the defective goods or parts thereof, without costs to the purchaser.
- 15.5 If the supplier, having been notified, fails to remedy the defect(s) within the period specified in SCC, the purchaser may proceed to take such remedial action as may be necessary, at the supplier's risk and expense and without prejudice to any other rights which the purchaser may have against the supplier under the contract.
- 16. Payment**
- 16.1 The method and conditions of payment to be made to the supplier under this contract shall be specified in SCC.
- 16.2 The supplier shall furnish the purchaser with an invoice accompanied by a copy of the delivery note and upon fulfilment of other obligations stipulated in the contract.
- 16.3 Payments shall be made promptly by the purchaser, but in no case later than thirty (30) days after submission of an invoice or claim by the supplier.
- 16.4 Payment will be made in Rand unless otherwise stipulated in SCC
- 17. Prices**
- 17.1 Prices charged by the supplier for goods delivered and services performed under the contract shall not vary from the prices quoted by the supplier in his bid, with the exception of any price adjustments authorized in SCC or in the purchaser's request for bid validity extension, as the case may be.
- 18. Contract amendments**
- 18.1 No variation in or modification of the terms of the contract shall be made except by written amendment signed by the parties concerned.
- 19. Assignment**
- 19.1 The supplier shall not assign, in whole or in part, its obligations to perform under the contract, except with the purchaser's prior written consent.
- 20. Subcontracts**
- 20.1 The supplier shall notify the purchaser in writing of all subcontracts awarded under this contract if not already specified in the bid. Such notification, in the original bid or later, shall not relieve the supplier from any liability or obligation under the contract.
- 21. Delays in the supplier's performance**
- 21.1 Delivery of the goods and performance of services shall be made by the supplier in accordance with the time schedule prescribed by the purchaser in the contract.
- 21.2 If at any time during performance of the contract, the supplier or its subcontractor(s) should encounter conditions impeding timely delivery of the goods and performance of services, the supplier shall promptly notify the purchaser in writing of the fact of the delay, its likely duration and its cause(s). As soon as practicable after receipt of the supplier's notice, the purchaser shall evaluate the situation and may at his discretion extend the supplier's time for performance, with or without the imposition of penalties, in which case the extension shall be ratified by the parties by amendment of contract.
- 21.3 No provision in a contract shall be deemed to prohibit the obtaining of supplies or services from a national department, provincial department, or a local authority.

Non-Restricted

- 21.4 The right is reserved to procure outside of the contract small quantities or to have minor essential services executed if an emergency arises, the supplier's point of supply is not situated at or near the place where the supplies are required, or the supplier's services are not readily available.
- 21.5 Except as provided under GCC Clause 25, a delay by the supplier in the performance of its delivery obligations shall render the supplier liable to the imposition of penalties, pursuant to GCC Clause 22, unless an extension of time is agreed upon pursuant to GCC Clause 21.2 without the application of penalties.
- 21.6 Upon any delay beyond the delivery period in the case of a supplies contract, the purchaser shall, without cancelling the contract, be entitled to purchase supplies of a similar quality and up to the same quantity in substitution of the goods not supplied in conformity with the contract and to return any goods delivered later at the supplier's expense and risk, or to cancel the contract and buy such goods as may be required to complete the contract and without prejudice to his other rights, be entitled to claim damages from the supplier.
- 22. Penalties** 22.1 Subject to GCC Clause 25, if the supplier fails to deliver any or all of the goods or to perform the services within the period(s) specified in the contract, the purchaser shall, without prejudice to its other remedies under the contract, deduct from the contract price, as a penalty, a sum calculated on the delivered price of the delayed goods or unperformed services using the current prime interest rate calculated for each day of the delay until actual delivery or performance. The purchaser may also consider termination of the contract pursuant to GCC Clause 23.
- 23. Termination for default** 23.1 The purchaser, without prejudice to any other remedy for breach of contract, by written notice of default sent to the supplier, may terminate this contract in whole or in part.
- (a) if the supplier fails to deliver any or all of the goods within the period(s) specified in the contract, or within any extension thereof granted by the purchaser pursuant to GCC Clause 21.2;
- (b) if the Supplier fails to perform any other obligation(s) under the contract; or
- (c) if the supplier, in the judgment of the purchaser, has engaged in corrupt or fraudulent practices in competing for or in executing the contract.
- 23.2 In the event the purchaser terminates the contract in whole or in part, the purchaser may procure, upon such terms and in such manner as it deems appropriate, goods, works or services similar to those undelivered, and the supplier shall be liable to the purchaser for any excess costs for such similar goods, works or services. However, the supplier shall continue performance of the contract to the extent not terminated.
- 23.3 Where the purchaser terminates the contract in whole or in part, the purchaser may decide to impose a restriction penalty on the supplier by prohibiting such supplier from doing business with the public sector for a period not exceeding 10 years.
- 23.4 If a purchaser intends imposing a restriction on a supplier or any person associated with the supplier, the supplier will be allowed a time period of not more than fourteen (14) days to provide reasons

Non-Restricted

why the envisaged restriction should not be imposed. Should the supplier fail to respond within the stipulated fourteen (14) days the purchaser may regard the intended penalty as not objected against and may impose it on the supplier.

23.5 Any restriction imposed on any person by the Accounting Officer / Authority will, at the discretion of the Accounting Officer / Authority, also be applicable to any other enterprise or any partner, manager, director or other person who wholly or partly exercises or exercised or may exercise control over the enterprise of the first-mentioned person, and with which enterprise or person the first-mentioned person, is or was in the opinion of the Accounting Officer / Authority actively associated.

23.6 If a restriction is imposed, the purchaser must, within five (5) working days of such imposition, furnish the National Treasury, with the following information:

- (i) the name and address of the supplier and / or person restricted by the purchaser;
- (ii) the date of commencement of the restriction
- (iii) the period of restriction; and
- (iv) the reasons for the restriction.

These details will be loaded in the National Treasury's central database of suppliers or persons prohibited from doing business with the public sector.

23.7 If a court of law convicts a person of an offence as contemplated in sections 12 or 13 of the Prevention and Combating of Corrupt Activities Act, No. 12 of 2004, the court may also rule that such person's name be endorsed on the Register for Tender Defaulters. When a person's name has been endorsed on the Register, the person will be prohibited from doing business with the public sector for a period not less than five years and not more than 10 years. The National Treasury is empowered to determine the period of restriction and each case will be dealt with on its own merits. According to section 32 of the Act the Register must be open to the public. The Register can be perused on the National Treasury website.

24. Anti-dumping and countervailing duties and rights

24.1 When, after the date of bid, provisional payments are required, or anti-dumping or countervailing duties are imposed, or the amount of a provisional payment or anti-dumping or countervailing right is increased in respect of any dumped or subsidized import, the State is not liable for any amount so required or imposed, or for the amount of any such increase. When, after the said date, such a provisional payment is no longer required or any such anti-dumping or countervailing right is abolished, or where the amount of such provisional payment or any such right is reduced, any such favourable difference shall on demand be paid forthwith by the contractor to the State or the State may deduct such amounts from moneys (if any) which may otherwise be due to the contractor in regard to supplies or services which he delivered or rendered, or is to deliver or render in terms of the contract or any other contract or any other amount which may be due to him.

25. Force Majeure

25.1 Notwithstanding the provisions of GCC Clauses 22 and 23, the supplier shall not be liable for forfeiture of its performance security, damages, or termination for default if and to the extent that his delay in performance or other failure to perform his obligations under the contract is the result of an event of force majeure.

Non-Restricted

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| | 25.2 | If a force majeure situation arises, the supplier shall promptly notify the purchaser in writing of such condition and the cause thereof. Unless otherwise directed by the purchaser in writing, the supplier shall continue to perform its obligations under the contract as far as is reasonably practical, and shall seek all reasonable alternative means for performance not prevented by the force majeure event. |
| 26. Termination for insolvency | 26.1 | The purchaser may at any time terminate the contract by giving written notice to the supplier if the supplier becomes bankrupt or otherwise insolvent. In this event, termination will be without compensation to the supplier, provided that such termination will not prejudice or affect any right of action or remedy which has accrued or will accrue thereafter to the purchaser. |
| 27. Settlement of Disputes | 27.1 | If any dispute or difference of any kind whatsoever arises between the purchaser and the supplier in connection with or arising out of the contract, the parties shall make every effort to resolve amicably such dispute or difference by mutual consultation. |
| | 27.2 | If, after thirty (30) days, the parties have failed to resolve their dispute or difference by such mutual consultation, then either the purchaser or the supplier may give notice to the other party of his intention to commence with mediation. No mediation in respect of this matter may be commenced unless such notice is given to the other party. |
| | 27.3 | Should it not be possible to settle a dispute by means of mediation, it may be settled in a South African court of law. |
| | 27.4 | Mediation proceedings shall be conducted in accordance with the rules of procedure specified in the SCC. |
| | 27.5 | Notwithstanding any reference to mediation and/or court proceedings herein |
| | | (a) the parties shall continue to perform their respective obligations under the contract unless they otherwise agree; and |
| | | (b) the purchaser shall pay the supplier any monies due the supplier. |
| 28. Limitation of liability | 28.1 | Except in cases of criminal negligence or wilful misconduct, and in the case of infringement pursuant to Clause 6; |
| | | (a) the supplier shall not be liable to the purchaser, whether in contract, tort, or otherwise, for any indirect or consequential loss or damage, loss of use, loss of production, or loss of profits or interest costs, provided that this exclusion shall not apply to any obligation of the supplier to pay penalties and/or damages to the purchaser; and |
| | | (b) the aggregate liability of the supplier to the purchaser, whether under the contract, in tort or otherwise, shall not exceed the total contract price, provided that this limitation shall not apply to the cost of repairing or replacing defective equipment. |
| 29. Governing language | 29.1 | The contract shall be written in English. All correspondence and other documents pertaining to the contract that is exchanged by the parties shall also be written in English. |
| 30. Applicable law | 30.1 | The contract shall be interpreted in accordance with South African laws, unless otherwise specified in SCC. |
| 31. Notices | 31.1 | Every written acceptance of a bid shall be posted to the supplier concerned by registered or certified mail and any other notice to him shall be posted by ordinary mail to the address furnished in his |

Non-Restricted

NNRCSSRFQ24-2022: APPOINTMENT OF A SERVICE PROVIDER TO RENDER EMPLOYEE WELLNESS AND HEALTH PROGRAMME (EWHP) SERVICES TO THE NNR FOR A PERIOD OF THREE (3) YEARS.

- bid or to the address notified later by him in writing and such posting shall be deemed to be proper service of such notice.
- 31.2 The time mentioned in the contract documents for performing any act after such aforesaid notice has been given, shall be reckoned from the date of posting of such notice.
- 32. Taxes and duties**
- 32.1 A foreign supplier shall be entirely responsible for all taxes, stamp duties, license fees, and other such levies imposed outside the purchaser's country.
- 32.2 A local supplier shall be entirely responsible for all taxes, duties, license fees, etc., incurred until delivery of the contracted goods to the purchaser.
- 32.3 No contract shall be concluded with any bidder whose tax matters are not in order. Prior to the award of a bid the Department must be in possession of a tax clearance certificate, submitted by the bidder. This certificate must be an original issued by the South African Revenue Services.
- 33. National Industrial Participation (NIP) Programme**
- 33.1 The NIP Programme administered by the Department of Trade and Industry shall be applicable to all contracts that are subject to the NIP obligation.
- 34. Prohibition of Restrictive practices**
- 34.1 In terms of section 4 (1) (b) (iii) of the Competition Act No. 89 of 1998, as amended, an agreement between, or concerted practice by, firms, or a decision by an association of firms, is prohibited if it is between parties in a horizontal relationship and if a bidder (s) is / are or a contractor(s) was / were involved in collusive bidding (or bid rigging).
- 34.2 If a bidder(s) or contractor(s), based on reasonable grounds or evidence obtained by the purchaser, has / have engaged in the restrictive practice referred to above, the purchaser may refer the matter to the Competition Commission for investigation and possible imposition of administrative penalties as contemplated in the Competition Act No. 89 of 1998.
- 34.3 If a bidder(s) or contractor(s), has / have been found guilty by the Competition Commission of the restrictive practice referred to above, the purchaser may, in addition and without prejudice to any other remedy provided for, invalidate the bid(s) for such item(s) offered, and / or terminate the contract in whole or part, and / or restrict the bidder(s) or contractor(s) from conducting business with the public sector for a period not exceeding ten (10) years and / or claim damages from the bidder(s) or contractor(s) concerned.

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Signature

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Date

Non-Restricted